

Welcome to the VPO Tour

Click a button to begin your tour:



Getting started



View a Project



Registration



Enter a

Discussion



View a VPO Site

View the

Calendar

Add a Document

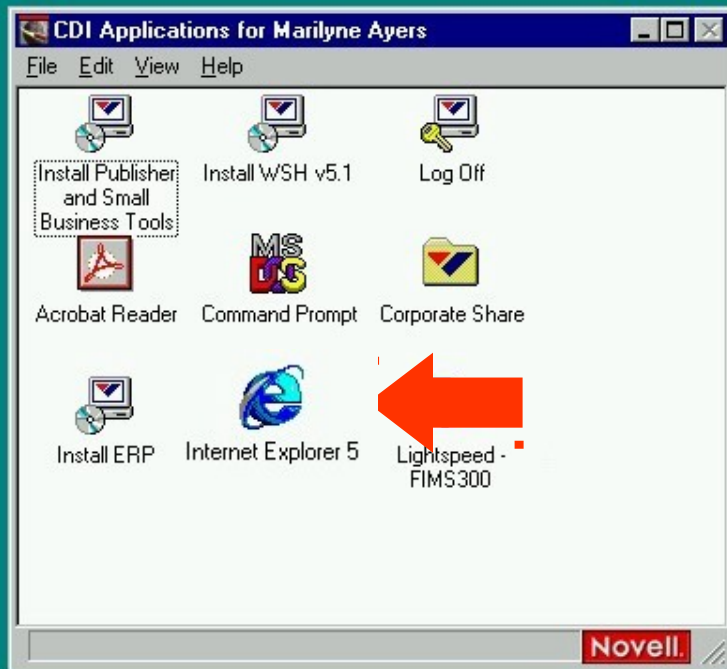
EXIT >>



VPO
Virtual Program Office

VPO Demo Home Page





- Click on **Internet Explorer**

This will open the Internet browser.



CDI Desktop



VPO
Virtual Program Office

CDI Desktop



QUI
T

U.S. Navy's Official Web Site: Welcome Aboard - Microsoft Internet Explorer

Address <https://vpo.spawar.navy.mil> Go

Type:

<https://vpo.spawar.navy.mil>

Press **ENTER**.

This will display the VPO Entry Screen.

To continue VPO Tour, click **Next**.

The United States Navy

Welcome Aboard

Status of the Navy

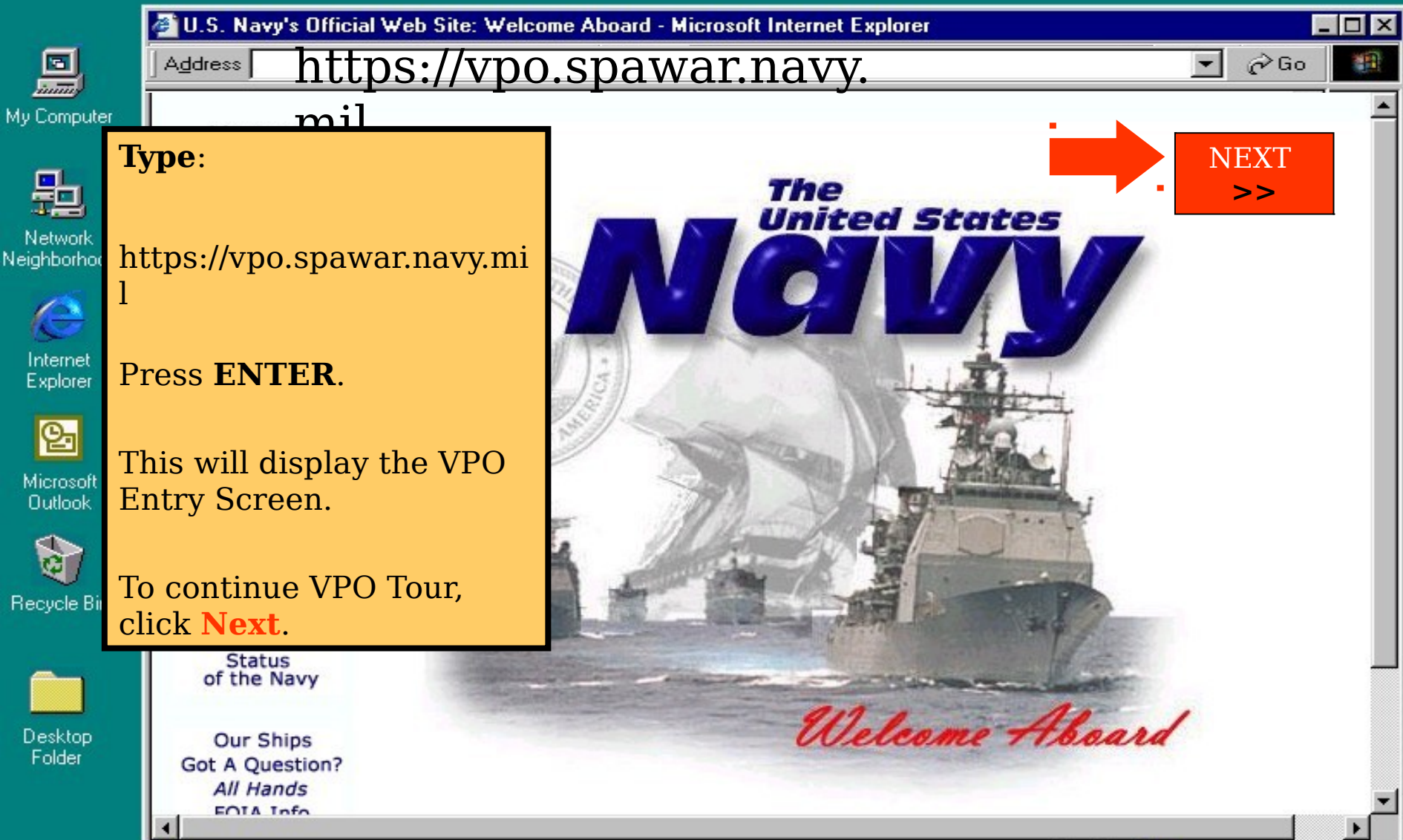
Our Ships

Got A Question?

All Hands

FOIA Info

NEXT >>



VPO
Virtual Program Office

Internet Browser

QUI
T



VPO Home Page - Microsoft Internet Explorer provided by SPAWAR

File Edit View Favorites Tools Help

Address

SPAWAR VPO
Virtual Program Office



Account Admin	I want to request access to a VPO site or change my password.
Site List	I am a registered VPO user. Please display the list of VPO sites.
My Sites	Please display all VPO sites for which I am registered.
VPO FAQs	VPO Frequently Asked Questions
VPO Demo	Start the VPO Demo.
Discussion	Open on-line forum to discuss VPO issues.
Suggestions	Submit VPO feedback.

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[Privacy & Security](#)

VPO Entry Page

- This is the page you see when first entering the new VPO 3.0.

To continue the tour of this page, click **NEXT**

NEXT
>>



VPO
Virtual Program Office

VPO Entry Screen

QUI
T



VPO Home Page - Microsoft Internet Explorer provided by SPAWAR

File Edit View Favorites Tools Help

Address Go



Account Admin	I want to request access to a VPO site or change my password.
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Account Admin

- First Time Registration
- Register for Additional VPO Sites
- Change VPO Passwords

Click **NEXT** >>

NEXT
>>



VPO

Virtual Program Office



Account Admin

I want to request access to a VPO site or change my p

Site List

I am a registered VPO user. Please display the list of V

My Sites

Please display all VPO sites for which I am registered.

VPO FAQs

VPO Frequently Asked Questions

VPO Demo

Start the VPO Demo.

Discussion

Open on-line forum to discuss VPO issues.

Suggestions

Submit VPO feedback.

Site List

- this is a display of all the VPO sites that are available.

If you are not a member and would like to register for one or more of these site, click the **Account Admin** button and choose option #2.

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[Privacy & Security](#)

Click NEXT >>

NEXT
>>



VPO

Virtual Program Office

QUI
T

VPO Entry Page - Site List Button

VPO Home Page - Microsoft Internet Explorer provided by SPAWAR

File Edit View Favorites Tools Help

Address Go



Account Admin	I want to request access to a VPO site or change my password.
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My Sites

- This displays all the sites for which you are registered.

Click **NEXT** >>

NEXT
>>



VPO
Virtual Program Office

QUI

VPO Entry Page - My Sites Button

VPO Home Page - Microsoft Internet Explorer provided by SPAWAR

File Edit View Favorites Tools Help

Address

SPAWAR VPO
Virtual Program Office

Account Admin I want to request access to a VPO site or change my password.

Site List I am a registered VPO user. Please display the list of VPO sites.

My Sites Please display all VPO sites for which I am registered.

VPO FAQs VPO Frequently Asked Questions

VPO Demo Start the VPO Demo.

Discussion Open on-line forum to discuss VPO issues.

Suggestions Submit VPO feedback.

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VPO FAQs
- Here are lists of questions that are frequently asked.
Click **NEXT** >>

NEXT
>>



Virtual Program Office

VPO Entry Page - VPO FAQs Button

VPO Home Page - Microsoft Internet Explorer provided by SPAWAR

File Edit View Favorites Tools Help

Address

SPAWAR VPO
Virtual Program Office



Account Admin	I want to request access to a VPO site or change my password.
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VPO Demo

- To view the demonstration presentation of the new VPO 3.0, click on this button.

Click **NEXT** >>

NEXT
>>



QUI
T

VPO Entry Page - VPO Demo Button

VPO Home Page - Microsoft Internet Explorer provided by SPAWAR

File Edit View Favorites Tools Help

Address Go



Account Admin	I want to request access to a VPO site or change my password.
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[Privacy & Security](#)

Discussion

- a threaded discussion for the entire VPO community.

We will explore the discussion capability later in the tour.

Click **NEXT** >>

NEXT
>>



VPO
Virtual Program Office

QUI
T

VPO Entry Page - Discussion Button

VPO Home Page - Microsoft Internet Explorer provided by SPAWAR

File Edit View Favorites Tools Help

Address Go



Account Admin	I want to request access to a VPO site or change my password.
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[Privacy & Security](#)

Suggestions

- This feature will allow you to provide suggestions and feedback for the VPO.

Click **CONTINUE**

>>

CONTINUE

>>



VPO
Virtual Program Office

VPO Entry Page - Suggestions Button

QUI

Welcome to the VPO Tour

Click a button to begin your tour:



Getting started



View a Project



Registration



Enter a

Discussion



View a VPO Site

View the

Calendar

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EXIT >>



VPO
Virtual Program Office

VPO Demo Home Page



VPO Home Page - Microsoft Internet Explorer provided by SPAWAR

File Edit View Favorites Tools Help

Address

SPAWAR VPO
Virtual Program Office

Teamwork

Account Admin ← request access to a VPO site or change my

Site List I am a registered VPO user. Please display the list of

My Sites Please display all VPO sites for which I am registered

VPO FAQs VPO Frequently Asked Questions

VPO Demo Start the VPO Demo.

Discussion Open on-line forum to discuss VPO issues.

Suggestions Submit VPO feedback.

Warning: This is a Department of Defense Computer System. Please read dis

Click Account Admin button

Purpose:

- **Option 1** - First time Registration
- **Option 2** - Register for another VPO site.
- **Option 3** - Change your VPO Password.



VPO
Virtual Program Office

VPO Registration

QUI

Please select an option.

**Option 1:
First-time Registration**

Click this option if:

- You have never registered to the VPO.
- You do not have a userid and password.

**Option 2:
Additional Site Registration**

Click this option if:

- You have successfully registered to the VPO.
- You already have a userid and password.
- You want to request access to an additional VPO site.

**Option 3:
Change Password**

Click this option if:

- You need to change your password.

Option 1



Option 2

Option 3

If you experience any userid/password problems, please call the Help Desk Help Desk at helpdesk@spawar.navy.mil.

[[Top](#) | [Home](#)]

If you have never registered for a VPO, **Option One** will assist you in gaining access.

- Click **Option 1** to view the process.



VPO
Virtual Program Office

Registration Option 1

QUI
T



First-time Registration

Step 1: Enter your personal information

(Items with * are required)

First*	
Middle Initial	
Last*	
Full Name (for display)	

When your account is created, your official system name will be First (if any) Middle Initial (if any) Last. Do not include Jr, III, or other qualifiers as part of your last name. If you would like your name to be displayed differently, enter it as you would like it to appear in the space labeled "Full Name". You may choose to include rank, title, or honorific as well as generational qualifiers to your name. For example, John F Mink may want to be seen as "CDR John Mink Jr" or "Rev John F Mink." You may change your Full Name (for display) at any time so it can reflect changes in rank or the addition of other qualifiers. You cannot change your official system name without system administrator support.

Web Login*	
------------	----------------------

Web Login is the "User Name" that you enter when your browser asks for a name and password when accessing any of the sites on this web server. You may choose any Web Login you like, but it must be unique for this server. If someone else has chosen your Web Login, you will be asked to choose another. A good choice is a combination of last name and first and middle initial. Do not use a full email address as the @ symbol will cause your login to fail.

Enter your personal Information :

- Name
- Web Login Name
- Citizenship
- Corporate Relationship
- Phone
- Email
- Password

Click Next

NEXT

>>



VPO
Virtual Program Office

QUI

Registration Process - Step # 1

Additional Site Registration

Please select a site. To Quick Find a particular VPO site, press the "Ctrl" and "F" key simultaneously.

Done selecting sites

SITE NAME	DESCRIPTION	REGISTRAR	PHONE
-Site Special	Site Special	Blues	
-VPO	VPO Working group	Taz Man	
Q	007	007	
Bicentennial	200th year old Dude	Bicentennial	
Demonstration	VPO Demonstration Site	Tom Murray	
Domino 5.0.7 Test	Testing VPO functionality under Domino R5.0.7	Rob Koch	
LL	Test on New R5.7	Ryan Dollar	
Move Site	Move	Smooth Move	
Moved Site	Moved	Smooth Mover	
my sites			
PMW-156-1 GPS PUE	PMW/PMA-156-1 GPS Program User Equipment	Patrick Benson	
PMW-182 MSS	PMW-182 Mobile Surveillance Systems	Alicia I Lopez	
POWER	Dynamite	LG	
Reserve New	Site for testing upgrades to Reserve site	Harry Copeland	
Test Site2	Testing2	Javier 2 Soria	619-537-6319
VPO	VPO Development	Taz Man	528-5466
VPO 3 Test	Site for testing upgrades to VPO code	Rob Koch	858 537-0501
x	x	eric	619-524-2902

- In the Second Step of the registration process, a list of VPO Sites will be displayed.
- You will select the VPO Site you wish to access, by clicking on its link.

Click Next

NEXT

>>



VPO
Virtual Program Office

Registration Process - Step # 2

QUI

STEP 3: Get VPO Account - Request for Vpo Site Access

[Help](#)

(Items with * are required)

Full Name Jay H Ayers
Display Name Jay H. Ayers
Web Login ayersj
Phone Number 858 826-2902
Email jayayers@hotmail.com

Select Sites ☐ Test Site

If there is more than one VPO site shown above, you can request access by checking the box to the left of the site name.

Who can confirm your need for access? *

What is his/her phone number? *

What is his/her email address?

Briefly describe your reason for requiring access to this site:*

I have been assigned the duty of describing the VPO workings. I need access to this site to prepare the documentation and classroom exercises.

Oops! I didn't want access to this site

[Go Back](#)

I'm finished with this site

[Submit & Done Getting an Account](#)

This is the final page of the three-part form.

You will receive notification by email when your request has been processed.

- Click **Submit & Done**

Note: If you wish to register for more than one site, return to the Account Admin button and choose Option 2, and again follow the prompts.



VPO
Virtual Program Office

Registration Form

QUI

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Welcome to the VPO Tour

Click a button to begin your tour:



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Discussion



View a VPO Site

View the

Calendar

Add a Document

EXIT >>



VPO
Virtual Program Office

VPO Demo Home Page





SHQ-OT-2831



AFLOAT-101201



Network
Neighborhood



Microsoft Outlook



Recycle Bin



Internet Explorer



Netscape

VPD Home Page - Microsoft Internet Explorer provided by SPAWAR

File Edit View Favorites Tools Help

Address Go

SPAWAR VPO Virtual Program Office

Account Admin	I want to request access to a VPO site or change my profile.
Site List	I am a registered VPO user. Please display the list of VPO sites.
My Sites	Please display all VPO sites for which I am registered.
VPO FAQs	VPO Frequently Asked Questions
VPO Demo	Start the VPO Demo.
Discussion	Open on-line forum to discuss VPO issues.
Suggestions	Submit VPO feedback.

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[Privacy & Security](#)

Done Internet

Click **Site List**

This will open a list of
all the
VPO sites.

If you wish to see just
the sites
you are registered for,
choose
My Sites button.



VPO

Virtual Program Office

View VPO Site

QUI
T

To Quick Find a particular VPO site, press the "Ctrl" and "F" key simultaneously.

SITE NAME	DESCRIPTION	REGISTRAR	PHONE
-Site Special	Site Special	Blues	654654
-VPO	VPO Working group	Test Man	528-5466
Q	007		
Bicentennial	200th year old Dude		
Demonstration	VPO Demonstration Site		
Domino 5.0.7 Test	Testing VPO functionality under Domino R5.0.7		
LL	Test on New R5.7		
Move Site	Move		
Moved Site	Moved		
my sites			
PMW-156-1 GPS PUE	PMW/PMA-156-1 GPS Program User Equipment		
PMW-182 MSS	PMW-182 Mobile Surveillance Systems		
POWER	Dynamite		
Reserve New	Site for testing upgrades to Reserve site		
Test Site2	Testing2		
VPO	VPO Development		
x	x		

On this page, you select the VPO site to open.

If you see a site you wish to access, but you are not a member, you can request to register, using Option #2 under the Account Admin. Button.

- Click **VPO DEVELOPMENT** in the list at the left will open the VPO Code Development Test site.



VPO 3.0 Development Code Site

SPAWAR



VPO Site Map

News

No news items at this time

[Other News Items](#)

Project Management

[Projects](#)

└ [Work Orders](#)

[Calendars](#)

[Discussions](#)

Document Management

[Collaborative Documents](#)

└ [Documents in development](#)

[Library Documents](#)

└ [Completed documents](#)

[Discussions](#)

Site Features

[Phone Listing](#)

[Help](#)

[E-Mail](#)

This site has been accessed 2,191 times.

This is the standard site map for the VPO you have chosen.

To learn more about the topics, such as:

- **Projects**
- **Calendar**
- **Collaborative Docs.**
- **Discussion**

Click **SPAWAR** logo on the left.



VPO
Virtual Program Office

VPO Site Map

QUI
T



Welcome to the VPO Tour

Click a button to begin your tour:



Getting started



View a Project



Registration



Enter a

Discussion



View a VPO Site

View the

Calendar

Add a Document

EXIT >>



VPO
Virtual Program Office

VPO Demo Home Page



VPO 3.0 Development Code Site



VPO Site Map

News

No news items at this time

[Other News Items](#)

Project Management

[Projects](#)

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This site has been accessed 2,191 times.

You have gone through the process of accessing your VPO site. Now you would like to add a file to your site:

- Click **Collaborative Docs**

Collaborative Docs is the location where you post your documents, attachments and other materials that you would like to share with others or access when you are not in your office.

To continue, click:
Collaborative Docs in the list at the left.

- News
- Projects
- Calendar
- Collaborative Docs
- Doc Library
- Discussion
- Links
- Phone List
- Help
- E-mail
- Tools
- Site Configuration



VPO
Virtual Program Office

Collaborative Docs

QUI
T



- News
- Projects
- Calendar
- Collaborative Docs
 - Search-
 - Add New File**
 - [View by Category](#)
 - [View by Owner](#)
 - [View by Title](#)
 - [View by Date Modified](#)
 - [View Last Updated](#)
 - [View by Type](#)
 - [View Deleted Documents](#)
- Doc Library
- Discussion
- Links
- Phone List
- Help
- E-mail
- Tools
- Site Configuration

Once you click the Collaboration Docs, a list opens.

- Click **Add New File**

This will open a form for you to add a new file to your VPO site.



VPO
Virtual Program Office

Add a New File

QUI
T





- News
- Projects
- Calendar
- Collaborative Docs
 - Search
 - Add New File
 - View by Category
 - View by Owner
 - View by Title
 - View by Date Modified
 - View Last Updated
 - View by Type
 - View Deleted Documents
- Doc Library
- Discussion
- Links
- Phone List
- Help
- E-mail
- Tools
- Site Configuration

Collaborative Documents

SUBMIT

CANCEL

CONTENT

Title/Subject

Categories

Sample File

(to select multiple categories use <ctrl>)

-Select a Category-

1

2

BIO's

Create a New Category:

Tour

STRUCTURE

File Type

Briefing

Status

Draft

DESCRIPTION

**Demonstration of
adding a file.**

Next, you will

- Type the name of the title or subject
- Then, choose or type a category. We have a new one called **TOUR**.
- We will use the default for the Structure as Briefing and Draft.

Next, you will

- Type in the Description.

The tour guide will type this information for you.

NEXT
>>

Click **NEXT** >>

to continue the tour.

QUI

T



VPO
Virtual Program Office

Add a Document



ADD 1 FILE

A:\Sample

Browse...

Click here

SECURITY

Who can **EDIT**

Marilyne J Ayers

Tom Murray

ADD +
NAMES

Who can **READ**

Rob Koch

ADD +
NAMES

- ☒ Allow all those with User access to read
☐ Allow all those with Limited access to read

NOTIFICATION

- ☐ Send Notices
☒ No Notices
☐ Notices Sent

ADD +
NAMES

Notification text

Marilyne J Ayers has entered a document in the
Zprogram Collaborative Documents. You can access
this document by clicking on the link below.

[your message goes here]

This text will be sent through standard e-mail systems and may be compromised.
Do not include any information of a sensitive nature.

SUBMIT

Next, you will

- Add the name(s) of those who can edit, read and to be notified..
- You can also type in additional information in the message.

The tour guide
will
complete this
screen
for you.

Click **Submit** >>
to add the file.



VPO
Virtual Program Office

Attach a File

QUI
T





- News
- Projects
- Calendar
- Collaborative Docs
 - [-Search-](#)
 - [Add New File](#)
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 - [View by Owner](#)
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 - [View Deleted Documents](#)
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Collaborative Documents by Owner

[PREVIOUS](#) [EXPAND](#) [COLLAPSE](#) [NEXT](#)

Levi A Guevara

Marilyne J Ayers

[Sample File](#) (Marilyne J Ayers 12/03/2001)

[VPO Training DEMO Tour](#) (Marilyne J Ayers 12/03/2001)

Susan E Koch

[PREVIOUS](#) [EXPAND](#) [COLLAPSE](#) [NEXT](#)

After you have submitted your file, you will see it listed several ways.

You can view your file:

- Listed by Owner
- Listed by Category
- Listed by Title
- Listed by type
- Listed by Date

(See list under collaboration at left.) In the example, your file is listed by owner.

Click **Continue** >>

CONTINUE

>>



VPO
Virtual Program Office

View a File

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View a VPO Site

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Virtual Program Office

VPO Demo Home Page



VPO 3.0 Development Code Site



VPO Site Map

News

No news items at this time

[Other News Items](#)

Project Management

[Projects](#)

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[Discussions](#)

Site Features

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This site has been accessed 2,191 times.

To view one or more of your Projects, located in the VPO :

- Click **Project**

This will open a project list, from which you can choose.

This New feature expands the functions of the previous feature known as **Action Items**.

- News
- Projects**
- Calendar
- Collaborative Docs
- Doc Library
- Discussion
- Links
- Phone List
- Help
- E-mail
- Tools
- Site Configuration



VPO
Virtual Program Office

View a Project

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VPO 3.0 Development Code Site



VPO Site Map

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No news items at this time

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This site has been accessed 2,194 times.

VPO Project has several subcategories:

- Current Projects
 - Completed Projects
 - My Assignments
 - All Assignments
 - Work Order Priorities
 - Resolved & Completed W.O.
 - Weekly Reports
 - Deleted Documents
-
- Click **Current Projects**

- News
- Projects**
- [Current Projects](#)
- [Completed Projects](#)
- [My Assignments](#)
- [All Assignments](#)
- [Work Order Priorities](#)
- [Resolved & Completed W.O.](#)
- [Weekly Reports](#)
- [Deleted Documents](#)
- Calendar
- Collaborative Docs
- Doc Library
- Discussion
- Links
- Phone List
- Help



VPO
Virtual Program Office

Current Projects

QUI
T



Current Projects

 Search **Help**[New Project](#)Navigate To: [Previous](#)[Next](#)[Expand](#)[Collapse](#)**Start**

▲

Title ▲

06/11/2001	P200107-7	Incorporate LDAP capabilities into SKC/VPO -- 0%
07/18/2001	P200107-8	Test Project #1 -- 0%
08/15/2001	P200108-10	 Kitchen Remodel -- 5%
08/17/2001	P200108-11	Project Code Named "Bart" -- 10%
08/17/2001	P200108-12	Blah-1 -- 0%
09/04/2001	P200108-13	Blah-2 -- 2%
09/04/2001	P200108-14	Project x -- 0%
08/29/2001	P200108-15	 Writing the User Guide -- 0%

[Previous](#)[Next](#)[Expand](#)[Collapse](#)[\[Top | Home \]](#)

Viewing Current Projects:

- All Project numbers start with the letter "**P**". Work orders have no such designation.
- Clicking the small **black** triangle will sort by that column.
- The **green** percentages note a completion estimate.
- Folders indicate a Project with additional work orders.
- You may also select from the "**Navigate To:**" list to move within the VPO projects.

Click the Project link :

Writing the User Guide.



VPO

Virtual Program Office

Current Project List

QUI
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Project

Log Number: P200108-15 **Help**

Edit

Cancel

Navigate To: -- Select From List --

Title: **Writing the User Guide**
Start Date: 08/29/2001
Due Date: 09/07/2001
Project Leader(s): Levi A Guevara
% Complete: 0 %
Status: Briefed concept, starting the writing aspect
Description: Write the User Guide for the Project/Work Order Tracking module of teh VPO

Once you click on the **“Writing the User Guide”** link, the Project screen is displayed.

You can:

- Edit the Project
- View and edit the Work Orders connected to the Project.

Work Orders

Request #	Title			
<u>200108-16</u>	Develop the Outlines			
<u>200108-14</u>	Determining work flow for Project/Work Order Tracking for the User Guide		Completed	9/7/01 Marilynne J Sebastian
<u>200108-15</u>	Assign Button does not appear upon second view		Assigned	8/6/02 Atest1

Click **work order #200108-16, Develop the Outlines.**



VPO
Virtual Program Office

Project Details

QUI
T



Work Order

Help

Cancel Submit Assign

Navigate To: — Select From List —

Date Task: 08/29/2001
Initialized:
Initialized By: Marilyn J Ayers
Requested Completion Date: 08/31/2001
Show on VPO Calendar? ☒ Yes ☐ No
Requested By: A1 Atest1

Priority: Low
Level:
Priority #:
Category: — Select One —
Status:

Add Names

Description

Project: Writing the User Guide
Title: Develop the Outlines
Request Description: *Note: The description will be emailed to the requestor when the work order is approved.*
Create outline for the following sections:
- Work Orders
- Site configuration
- OnLine Help

Work Orders (W.O.)
are the individual tasks that make up a project.

The work order form is made up of several sections. The next few screens will show you a brief view of these sections.

- **Description** - Gives details regarding the

Work Order, such as priority level, priority number. If priority level is high.

NEXT
>>



VPO
Virtual Program Office

Project - Work Order Part #1

Assignment Section

Task Assigned To: A1 Atest1

Add Names

Assignment
Reason:

Filling in the assignment reason when reassigning will appended it to the history.

Resolution Section

Date Task
Accepted:
Date Task
Complete:
Request
Response:

Actual LOE
(hours):

Note: The response will be emailed to the requestor when the work order is completed.

Assignment Section -
the staff member
assigned to this work
order is listed in this
section.

Resolution Section -
when a work order is
completed, the
resolution section is
completed by the staff
member, listing steps
used for completion.

NEXT
>>



VPO
Virtual Program Office

QUI

Project - Work Order Part #2

Work Order

Attachments

To attach document, click on BROWSE, select desired file, and click on OPEN.
The selected file(s) will be attached when you save.

ADD FILE

QA Results

Date QA QA LOE
Performed: (Hour)
QA Results:

Priority History

NEXT
>>



VPO
Virtual Program Office

Project - Work Order Part #3

Attachments

Section - if the staff member wishes to attach any documents to this work order, the documents will be attached here.

QA Results - Once completed the requestor is contacted to see that the work order was completed to their satisfaction.

Prior History - this is the history for the work order.

QUI

Security

Who can **EDIT**

Add Names

Who can **READ**

Add Names

- ☒ Allow all those with User access to read
- ☐ Allow all those with Limited access to read

[[Top](#) | [Home](#)]

Next on the tour,
Project - All Assignments

CONTINUE>>



Security Section - Here the staff member can specify who can Edit and who can Read the information contained in the work order.

Click **Continue** . . .



VPO
Virtual Program Office

Project - Work Order Part #4

QUI

VPO 3.0 Development Code Site



VPO Site Map

News

No news items

[Other News Items](#)

Project Management

[Projects](#)

└ [Work Order](#)

[Calendars](#)

[Discussions](#)

Document Management

[Collaborative Documents](#)

└ Documents in development, draft, or revision

[Library Documents](#)

└ Completed documents, reference materials

[Discussions](#)

Site Features

[Phone Listing](#)

[Help](#)

[E-Mail](#)

This site has been accessed 2,194 times.

In order to see the assignments of the individual staff Members:

- Click **All Assignments**

- News
- Projects
 - [Current Projects](#)
 - [Completed Projects](#)
 - [My Assignments](#)
 - [All Assignments](#)
 - [Work Order Priorities](#)
 - [Resolved & Completed Work Orders](#)
 - [Weekly Reports](#)
 - [Deleted Documents](#)
- Calendar
- Collaborative Docs
- Doc Library
- Discussion
- Links
- Phone List
- Help



VPO
Virtual Program Office

Project Assignments

QUI
T



All Assignments

Search Help

New Project

Navigate To: -- Select From List --

Previous

Next

Expand

Collapse

Assigned To Priority Date # Requestor Title

-Not Assigned-

Robert L Koch

Project 07/18/2001 [P200107-8](#) Test Project #1

Project 09/04/2001 [P200108-14](#) Project x

High 08/29/2001 [200108-16](#) Robert L Koch Develop the Outlines

Austin Dwart

Bart Robert

Jimbo Dwar

Levi A Guevara

Susan Cheese

- This view shows a list of staff members. Click a staff member's name to see a list of projects and work orders they have been assigned.
- To review a particular item, click the project or work order link.

Click **NEXT**

In the tour we are going to see:

W.O. # 200108-16

NEXT

>>



VPO
Virtual Program Office

All Assignments

QUI
T

Work Order Help

Date Task	08/29/2001	Calendar
Initialized:		
Initialized By:	Marilyne J Ayers	
Requested	08/31/2001	Calendar
Completion Date:		
Show on VPO Calendar?	☒ Yes ☐ No	
Requested By:	A1 Atest1	

Navigate To:	- Select From List -
Priority	Low
Level:	
Priority #:	
Category:	- Select One -
Status:	New

Description

Project:	<u>Writing the User Guide</u>
Title:	Develop the Outlines
Request Description:	<i>Note: The description will be emailed to the requestor when the work order is resolved.</i> Create outline for the following sections: - Work Orders - Site configuration - OnLine Help

This is the Work Order for developing the Outlines.

- Click **Continue . . .**

Next on the tour - Project Weekly Reports



VPO
Virtual Program Office

Template

QUI
T



VPO 3.0 Development Code Site



VPO Site Map

News

No news items

[Other News Items](#)

Project Management

[Projects](#)

└ [Work Orders](#)

[Calendars](#)

[Discussions](#)

Document Management

[Collaborative Documents](#)

└ Documents in development, draft, or revision

[Library Documents](#)

└ Completed documents, reference materials

[Discussions](#)

Site Features

[Phone Listing](#)

[Help](#)

[E-Mail](#)

This site has been accessed 2,194 times.

**VPO Project make
creating
Weekly Reports about
the work
orders easy !**

• Click **Weekly
Reports**

- News
- Projects**
 - [Current Projects](#)
 - [Completed Projects](#)
 - [My Assignments](#)
 - [All Assignments](#)
 - [Work Order Priorities](#)
 - [Resolved & Completed Work Orders](#)
 - [Weekly Reports](#)
 - [Deleted Documents](#)
- Calendar
- Collaborative Docs
- Doc Library
- Discussion
- Links
- Phone List
- Help

VPO
Virtual Program Office

Project Weekly Reports

QUI

Weekly Reports

[Help](#)Navigate To:

Week Ending	Total Open	Total Closed	New	Assigned	Started	Rework	Resolved	Recheck	QA'd
10/06/2001	9	0	0	0	0	0	0	0	0
08/17/2001	9	0	0	0	0	0	0	0	0
08/10/2001	5	0	0	0	0	0	0	0	0
06/28/2001	72	2,736	0	0	0	0	0	0	0
06/14/2001	72	2,736	14	0	18	0	23	0	0

This is a view of the summary of the weekly reports, showing the totals compiled by week. You can highlight the text, copy and paste it into a word processor, such as Word, without having to re-type the data for the summary. The same procedure can be used for collecting the data for a particular week.

Click **Week Ending 10/06/2001**



VPO
Virtual Program Office

Weekly Report Details

QUI

Weekly Report

10/06/2001 to 10/12/2001

Cancel

Navigate To: -- Select From List --

RESOLVED

Date Request# Title Category

None

RESOLVED & QA'D

Date Request# Title Category

None

OPEN

Priority	Date	Request#	Title	Category
1	09/06/01	200109-17	Weekly Feature - Is ASP Going to Change the World?	
1	09/07/01	200109-30	Status Reports: Weekly Updates	Print media
Low	09/07/01	200109-33	Ad Issue Layout	documentation
2	09/07/01	200109-29	Column: Hot on the Web	text copy
4	09/07/01	200109-25	Column: Back to Basics	text copy
4	09/07/01	200109-28	Column: Worldwide News & Product Reviews	text copy
5	09/07/01	200109-32	Ad Requirements	advertisement
6	09/07/01	200109-31	Advertising Copy - Type Set	text copy

The details for the week ending 10/06/01 are shown here.

- Resolved
- Resolved and QA'd
- List of work order, showing priority, date, request#, title and category.

Click Next to see bottom of page of the Project Weekly Reports.

NEXT
>>



VPO
Virtual Program Office

QUI

Weekly Report - 10/6/01 to 10/12/01



Cancel

Navigate To: -- Select From List --

Low	08/17/01	200108-13	Demolition
Low	09/07/01	200109-19	HR Request Resumes for Artist
Low	09/07/01	200109-21	Weekly Feature: Perils of Downloading Shareware
Low	09/07/01	200109-22	Column: Digital Dave
Low	09/07/01	200109-23	Column: Mac Madness
Low	09/07/01	200109-24	Column: Beyond Personal Computing
Low	09/07/01	200109-26	Column: I Don't Do windows
Low	09/07/01	200109-27	Column: Shareware Safari

	For the Week	Cumulative
Open		31
New	0	0
Unassigned	n/a	0
Assigned	0	19
Started	0	0
Re-work	0	0
Closed		0
Resolved	0	0
Re-check	0	0
QA'd	0	0
Total		31

The bottom section of the Weekly Report shows a detailed summary of the week's activity.

These too, may be copied and pasted into your favorite word processor to be customized.

Click Continue

Continue
> >



Projects - Weekly Reports

QUI
T



Welcome to the VPO Tour

Click a button to begin your tour:



Getting started



View a Project



Registration



Enter a

Discussion



View a VPO Site

View the

Calendar

Add a Document

EXIT >>



VPO
Virtual Program Office

VPO Demo Home Page



VPO 3.0 Development Code Site



- News
- Projects
- Calendar
- Collaborative Docs
- Doc Library
- Discussion**
 - [Open Discussion Window](#)
- Links
- Phone List
- Help
- E-mail
- Tools
- Site Configuration

VPO Site Map

News

No news items at this time

[Other News Items](#)

Project Management

[Projects](#)

└ [Work Orders](#)

[Calendars](#)

[Discussions](#)

Document Management

[Collaborative Documents](#)

└ [Documents in development](#)

[Library Documents](#)

└ [Completed documents, re](#)

[Discussions](#)

Site Features

[Phone Listing](#)

[Help](#)

[E-Mail](#)

This site has been accessed 2,285 times.

- Click **Discussion**

This will open the Discussion applet and let you start or participate in an open discussion.

To continue VPO Tour, click **Discussion**.



VPO
Virtual Program Office

Enter a Discussion

QUI
T





- New Topic
- Search
- Archived Topics
- Deleted Documents

- [Configuration](#)
- [Database Environments](#)
- [E-22](#)
- [Har Discuss #1](#)
- [Programming Languages](#)
- [Should the Computer Edge go to twice a month?](#)
- [VPO Release 3.0](#)
- [Web Browsers](#)

Discussion

Select a topic area from the lower left frame. Read threads on the upper right frame. Read topic definitions on the lower right frame. To optimize the VPO Discussion display, click and drag any border to contract or expand particular frames.

- The discussion feature opens in a separate window. Closing this window, closes the VPO Discussion feature.

To see a discussion with its threaded topics,

Click **"Should the Computer Edge Go to Twice a month?"**



VPO
Virtual Program Office

Main Discussion Page

QUI

SPAWAR



- New Topic
- Search
- Archived Topics
- Deleted Documents

Topics

- [Configuration](#)
- [Database Environments](#)
- [E-22](#)
- [Har Discuss #1](#)
- [Programming Languages](#)
- [Should the Computer Edge go to twice a month?](#)
- [VPO Release 3.0](#)
- [Web Browsers](#)

Should the Computer Edge go to twice a month?

Help

Previous Expand Collapse Next

[Bi-Weekly ?? Yes- No?](#) (Sharon George 09/07/2001)
I would like to think that this popular magazine would conti...

Previous Expand Collapse Next

Topic Definition

Edit Create Thread

TOPIC Should the Computer Edge go to twice a month?

Currently in the Project section of the VPO, there are several projects Edge - San Diego's Computer Magazine. You can review these for bad

Included in the VPO projects are tasks covering the Articles, Cover G media.

All these task are becoming expensive. Are we going to continue to b weekly? (Twice a month)

Our covered demographic shows that we are not reaching the number

Could we have some discussion on this?

POSTING INFORMATION

Posted by Sharon George
Posted on 09/07/2001

TOPIC DEFAULT SETTINGS

Topic Duration 9

TOPIC RESTRICTIONS

Who can manage this topic? Aleo Get

- Item #1** - the top portion is a listing of discussion "Threads" or discussions posted by others on this topic.
 - Item #2** - This is the "Topic definition" or the original entry that started the discussion: "Should the Computer Edge go to twice a month?"
- Click on **NEW Topic** at the top of the list on the left and we will start our own discussion.



VPO
Virtual Program Office

Discussion Topic Definition

- To continue VPO Tour, click **New Topic**.

Topic Definition

SUBMIT 

CANCEL 

TOPIC TITLE Future People Movers

TOPIC DESCRIPTION

I would like a discussion of getting a shuttle from the parking lots to the various buildings located on base -- A people mover to shuttle people around the base.

☐ Consider the above HTML

POSTING INFORMATION

Posted by

Marilyne J Ayers

Posted on

12/07/2001

TOPIC DEFAULT SETTINGS

Topic Duration

30 Days 

How long should a topic in this area allow new posting?

TOPIC RESTRICTIONS

Who can manage this topic?

Marilyne J Ayers

ADD NAMES  

Complete this form to create a New discussion topic.

- Your tour guide will complete this form for you.

Click Next

to see the bottom portion of the form for a New

Discussion Topic.

NEXT >
>



VPO
Virtual Program Office

QUI
T

Creating a New Discussion Topic #1

POSTING INFORMATION

Posted by Marilynne J Ayers
Posted on 12/07/2001

TOPIC DEFAULT SETTINGS

Topic Duration 30 Days How long should a topic in this area allow

TOPIC RESTRICTIONS

Who can manage this topic? Marilynne J Ayers

Who is allowed to create threads for this topic?



☒ Allow all those with User access to Create
☒ Allow all those with Limited access to Create

Who are the default participants for discussions in this topic?



☒ Allow all those with User access to Post Re
☒ Allow all those with Limited access to Post

[submit](#) | [cancel](#)

SPAWAR Virtual Program Office

NEXT >>



In this portion of the form, you specify who can read, edit and access the information.

- We are going to allow everyone the opportunity to contribute.
- Your tour guide will mark the fields with an “X” to allow all those with user access and limited access to participate.

Click Next . . .



VPO
Virtual Program Office

Creating a New Discussion Topic #2

QUI





- New Topic
- Search
- Archived Topics
- Deleted Documents

Topics

- [Configuration](#)
- [Database Environments](#)
- [F-22](#)
- [Future People Movers](#)
- [Har Discuss #1](#)
- [Programming Languages](#)
- [Should the Computer Edge go to twice a month?](#)
- [VPO Release 3.0](#)
- [Web Browsers](#)

Future People Movers

[Previous](#) [Expand](#) [Collapse](#) [Next](#) [Create Thread](#)

No documents found

[Edit](#) [Create Thread](#)

TOPIC Future People Movers

I would like a discussion of getting a shuttle from the parking lot to the various buildings located around the base.

POSTING INFORMATION

Posted by Marilynne J Ayers
Posted on 12/03/2001

TOPIC DEFAULT SETTINGS

Topic Duration 9

TOPIC RESTRICTIONS

Who can manage this topic?	Managers Site Director Marilynne J Ayers
Who is allowed to create threads for this topic?	Managers Site Director All those with User access All those with Limited access
Who are the default participants for discussions in this topic?	Managers All those with User access

[Edit](#) | [Create Topic](#)

- The New topic is posted in the list of topics on the left, with the information regarding the discussion shown on the right.
- As you can see, no one yet has posted any comments, since the top portion shows: "No Documents found."
- If someone had created a "Thread", they would be listed in the top section for everyone to review.

CONTINUE>>

- Click Continue . . .



VPO
Virtual Program Office

New Topic - Posted

Welcome to the VPO Tour

Click a button to begin your tour:



Getting started



View a Project



Registration



Enter a

Discussion



View a VPO Site

View the

Calendar

Add a Document

EXIT >>



VPO
Virtual Program Office

VPO Demo Home Page



VPO 3.0 Development Code Site



- News
- Projects
- Calendar**
- [-Search-](#)
- [Add New Event](#)
- [View Calendar](#)
- [Deleted Documents](#)
- Collaborative Docs
- Doc Library
- Discussion



VPO Site Map

News

No news items

[Other News Items](#)

Project
Management

[Projects](#)

[Work Orders](#)

[Calendars](#)

[Discussions](#)

Document
Management

[Collaborative](#)

[Documents](#)

[Library Documents](#)

[Completed](#)

[Discussions](#)

VPO Calendar has several subcategories:

- **Search**
- **Add New Event**
- **View Calendar**
- **Deleted Documents**
- **Click View Calendar**



VPO
Virtual Program Office

View VPO Calendar



VPO 3.0 Development Code Site



- News
- Projects
- Calendar**
 - Search-
 - Add New Event
 - View Calendar
 - Deleted Documents
- Collaborative Docs
- Doc Library
- Discussion
- Links
- Phone List
- Help
- E-mail
- Tools
- Site Configuration

Calendar for 9/2001

 [Help](#)[New Event](#)

Work Orders **September 2001**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2	3	4	5	6		
9	10	11	12	13		
16	17	18	19	20		
23	24 Due: Column: Back to Basics	25	26	27 Due: Weekly - Is ASP Go Change the		
30						

Show Event Type:

To view a specific event in the VPO calendar :

- Click the **Event on SEP 24 - "Column: Back to Basics."**

This will open VPO Calendar for that event.

This calendar is also connected to the VPO Projects and will

have items and events posted

through its links to this calendar. **QUI**



VPO
Virtual Program Office

View Calendar Event





- News
- Projects
- Calendar**
- [-Search-](#)
- [Add New Event](#)
- [View Calendar](#)
- [Deleted Documents](#)
- Collaborative Docs
- Doc Library
- Discussion
- Links
- Phone List
- Help
- E-mail
- Tools
- Site Configuration

Work Order

Log #: 200109-25 [Help](#)

[Edit](#) [Cancel](#)

Navigate To:

Date Task Initialized: 09/07/2001

Priority: High

Initialized By: Jim Trageser

Level:

Requested Completion Date: 09/24/2001

Priority #: 4

Show on VPO Calendar? Yes

Category: text copy

Requested By: Henry L Lefevre

Description

Project: [Computer Edge Weekly computer Magazine](#)

Title: Column: Back to Basics

Request Description: Windows CE and Palm: The real Deal? Let's call it "Inside the Palm OS."

Assignment Section

Date Task Assigned: 09/07/2001 09:34 AM PDT

Task Assigned To: Kirk Kirksey

Sharon George

Assignment History:

- Assigned to Kirk Kirksey by Jim Trageser. Kirk is really the master mind on this subject.
- Assigned to Kirk Kirksey/Sharon George by Jim Trageser. I am requesting that Sharon assist in creating the content.

This calendar event just happens to be a Work Order #200109-25 that has a completion date of 9/24/01.

- In this view of the VPO Calendar, you are able to view projects, work orders or other events; then, edit them through their links and buttons within the calendar.

NEXT

>>

- Click **NEXT** to add a Calendar Event

QUI

T

Calendar Event



VPO
Virtual Program Office



VPO 3.0 Development Code Site



- News
- Projects
- Calendar**
- [-Search-](#)
- [Add New Event](#)
- [View Calendar](#)
- [Deleted Documents](#)
- Collaborative Docs
- Doc Library
- Discussion



VPO Site Map

News

No news items at this time

[Other News Items](#)

Project Management

[Projects](#)

└ [Work On](#)

[Calendars](#)

[Discussions](#)

Document Management

[Collaborative](#)

└ [Docume](#)

[Library Docu](#)

└ [Comple](#)

[Discussions](#)

To add an event to the Calendar :

- Click **Add New Event**

A calendar form will open
and let you add a new Event

to the VPO Calendar.

QUI

T

Add New Calendar Event



VPO
Virtual Program Office



Calendar Event

Help

Cancel

Submit

Initialized by:

Title: Future People Mover Meeting

Start: 12/06/2001 04:00 PM PT Start time should be left blank for all d

End: 12/06/2001 05:00 PM PT End time should be left blank for all d

Location: Meeting Rm. New Location

Repeat: Set Repeat Details

Type: - Select One -

Description: Kick off for the People Movers to interview drivers.

Attendees: All designated attendees are automatically allowed to read this document.

Add Names

This is the form you will complete to add your event to the VPO Calendar.

Your tour guide has completed this portion for you.

To see the remainder of the form, click **Next**.

NEXT

>>



VPO
Virtual Program Office

Adding a New Event #2

QUI

T

VPO 3.0 Development Code Site



- News
- Projects
- Calendar**
 - [-Search-](#)
 - [Add New Event](#)
 - [View Calendar](#)
 - [Deleted Documents](#)
- Collaborative Docs
- Doc Library
- Discussion
- Links
- Phone List
- Help
- E-mail
- Tools
- Site Configuration

Attendees: All designated attendees are automatically allowed to read this document.

Add Names

Attachments

To attach document, click on BROWSE, select desired file, and click on OPEN.

The selected file(s) will be attached when you save.

ADD FILE

Browse...

Security

Who can **edit**: Marilyne J Ayers

Marilyne Ayers
Tom Murray

Add Names

Who can **read**:

Add Names

- ☒ Allow all those with User access to read
☐ Allow all those with Limited access to read

[[Top](#) | [Home](#)]

Once you finish this form you can click the **TOP** button to take you to the top of your New Event form, where you can review and then click Submit.

Your tour guide has submitted your form.

NEXT
>>



VPO
Virtual Program Office

Adding a New Event #3

To see **QUI** vent added to the VPO Calendar, click **Next**.

VPO 3.0 Development Code Site



- News
- Projects
- Calendar**
 - Search-
 - Add New Event
 - View Calendar
 - Deleted Documents
- Collaborative Docs
- Doc Library
- Discussion
- Links
- Phone List
- Help
- E-mail
- Tools
- Site Configuration

Calendar for 12/2001

 [Help](#)[New Event](#)

December [2001](#)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2 11:00 AM Big Important Meeting	3	4	5	6 04:00 PM Future People Movers Meeting	7	8
9 11:00 AM Big Important Meeting	10	11	12	13		
16 11:00 AM Big Important Meeting	17	18	19	20		
23	24	25	26	27		
30	31					

Show Event Type:

This is a view of your event added to the VPO Calendar.

To continue VPO Tour, **click Continue >>**

Continue

>>



VPO

Virtual Program Office

Viewing a New Event

QUI
T

Welcome to the VPO Tour

Click a button to begin your tour:



Getting started



View a Project



Registration



Enter a

Discussion



View a VPO Site

View the

Calendar

Add a Document

EXIT >>



VPO
Virtual Program Office

VPO Demo Home Page



Thanks for taking the VPO
Tour . . .

Your Choice :



Continue



learning



Evaluate your

Tour

Exit to VPO



VPO
Virtual Program Office

VPO Demo - Thank You



VPO Tour Evaluation

☐ Yes ☐ No The VPO Demo was helpful in learning about the new release of the VPO 3.0.

☐ Yes ☐ No I would like to see more demos such as this, prior to the new releases.

☐ Yes ☐ No I would like to attend a training class in the new VPO 3.0.

Our sincere thanks for your participation in this demonstration of your new VPO version 3.0.



Continue Learning

Exit to VPO



VPO
Virtual Program Office

VPO Evaluation

